



COUNTY OF LEXINGTON

COMMUNITY DEVELOPMENT DEPARTMENT

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DEVELOPMENT SERVICES DIVISION

Procedure For Obtaining A Sign Permit

Signs installed for commercial, residential and temporary use require a zoning sign permit from the Lexington County Zoning Office. Requirements for signs vary by type. In order to ensure your sign is installed correctly, contact the zoning office to obtain a zoning sign permit.

How to Apply:

1. Obtain an Application for Sign Review from the Zoning Office or from the [website](#).
2. The application must be fully completed and two (2) copies of a **site plan drawn to a scale not less than 1 inch equals 30 feet** must be submitted with the application.
3. The site plan shall show:
 - The shape and dimensions of the lot on which the proposed sign is to be erected.
 - The width of adjoining road rights-of-way and/or utility easements, and the location of the lot with respect to these rights-of-way. It is the responsibility of the applicant to determine the location of the road right-of-way/property line.
 - The location of all existing and proposed signs on the property, and their distance (in feet) to adjoining properties and road rights-of-way.
 - Any advertising sign site plans must show the location of any other advertising signs within the required radius for the type of advertising sign being requested.
 - The distance from the sign to any overhead power lines. All signs shall maintain clearances from all overhead electrical conductors in accordance with the National Electric Code, provided that no sign shall be installed closer than 10 feet horizontally or vertically from any conductor.
 - Diagram showing detail, dimensions, and height of sign.
 - As to wall signs, marquee signs, and/or projecting signs, the overall display area and wall elevation must be calculated and shown on a diagram. (Maximum display area is 15 percent of the wall area of the first story on which the sign will be installed. A maximum of 12 feet in height can be used for this 15 percent measurement.)

Any advertising sign proposal for a site on a highway maintained by the South Carolina Department of Transportation must also obtain the proper permits from the SCDOT (it is the sole responsibility of the applicant to obtain these permits regardless of zoning approval).

Frequently Asked Questions

Q: Do I need a sign permit?

A: Most signs require a zoning sign permit; however there are some signs that are exempt and do not require a sign permit.

Q: Does an activity need a zoning permit in order to obtain a sign permit?

A: All activities are required to have a zoning permit BEFORE a sign permit can be issued.

Q: Can I put a sign in the right-of-way?

A: Lexington County Zoning Ordinance states that no sign can be placed in the right-of-way; however if it is a subdivision entrance sign and meets County engineering criteria then it may be allowed in the median. Zoning cannot write a permit for those types of signs, but an encroachment permit must be issued by the Lexington County Public Works Department.

Q: For State sign requirements, who do I call?

A: Contact the local SCDOT Outdoor Advertising Office at 737-1339.

Q: How do I know where the right-of-way is located?

A: Sometimes the right-of-way is marked. If it is a County maintained road, you can contact Lexington County Public Works at 785-8201 for road right-of-way information. If it is State maintained, you can contact 359-4103. The right-of-way line is the same as the adjoining property line.

Q: Can I put a sign on top of a roof?

A: Signs are not allowed to project above the roof line.

Q: I have a home-based business and have received my home occupation zoning permit. Can I put a sign up in my yard?

A: A sign is not allowed to be placed in your yard for a home occupation.

Q: I'm just changing the sign face; do I need a new permit?

A: Yes, even if it is just a face change only. If the rest of the sign is non-conforming (such as setback from right-of-way not met, sign too tall or too large, etc.) and you are only changing the face, the sign does not have to come into compliance with the non-conformity issues. Face change means no copy enlargement or reduction, strictly a face change only.